



NOFA Application

Project Name

1. SUMMARY OF REQUEST (Check all that apply)

Loan Type				Target Population	# of Units	Target Population	# of Units
	Pre-Dev.			Seniors (55+)		Homeless Families	
	Acquisition			Veterans		Chronically Homeless	
	New Const.			Domestic Violence Survivors		Persons w/disabilities	
	Rehabilitation			Transitional Aged Youth (TAY)		Persons w/HIV/AIDS	
						Persons w/substance abuse	
	Total			Total		Total	

Provide narrative description of the proposal, including the overall size, uses, resident population, resident and community amenities, general layout, summarized financing and services plans, and Community Engagement during development and after. Please keep to less than 2 pages.

Project Name: _____

Description of Proposal Narrative (continued):

Project Name: _____

2. PROJECT & SITE INFORMATION

Project Name _____

Project Address _____

Assessor Parcel # _____ Parcel Size (sq. ft.) _____ Census Tract # _____

Purchase Price _____ Appraised Value _____

Site Control Status: Owned? _____ Land Option (*expiration date*): _____

Provide evidence of site control, including the chain of contracted transactions to transfer ownership (or leasehold interest) from the current owner to the development entity. Include a Preliminary Title Report (no older than 3 months), Phase I Environmental Assessment of the property, and a scaled map showing all amenities for which Applicant will use to demonstrate minimum eligibility for TCAC and CDLAC funds (if applicable).

SUMMARY OF RESTRICTIONS (if any)

3. DESIGN AND LOCAL AMENITIES

Residential Area (sq. ft.)		Community Room Area (sq. ft.)		# of elevators	
Construction Type		Hearing/sight impaired units		Accessible units	
# of Buildings/Floors		Parking Type		Parking Spaces	
Distance to health services		Distance to groceries		Distance to transit	

4. DEVELOPMENT TEAM

Provide narrative to summarize the organization's technical capacity and experience of key staff and positions.

Developer Information

Name _____
Director _____
Contact Email _____
Contact Phone _____

Project Manager Information

Name _____
Director _____
Contact Email _____
Contact Phone _____

5. DEVELOPMENT TIMELINE

Project Readiness and Milestone Schedule: Provide an estimate of major project milestones. Include milestones that have already been achieved.

Milestone	Date	Key Prerequisite Milestone / Contingency
Site Control		
Land Use & Zoning permission		
Community Engagement		
Entitlements		
Environmental Review (CEQA, NEPA)		
Funding Commitments		
Submission of plans to Planning		
TCAC Application (if applicable)		
Building permit issuance		
Construction closing		
Begin construction		
Start of lease-up activities		
Complete construction		
100% Occupancy		
Permanent Loan Conversion		

6. FINANCIAL FEASIBILITY AND COST EFFECTIVENESS

Describe the overall financing plan for the Project that will demonstrate that the Project meets threshold requirements with sufficient information to allow the City to fully determine the project's feasibility. Include/attach:

- *Development Proforma that includes construction and permanent funding sources, uses including reserves and developer fees (both paid and deferred), Rent Schedule (including rental subsidies if applicable), and Tax Credit calculations and assumptions (both 4% & 9%).*
- *20-Year Cash Flow*
- *Year-1 Operating Budget*

Highlight any innovative financing approaches intended to minimizing the City's projected capital gap financing. In addition, Respondents are encouraged to highlight any innovative direct or indirect cost-cutting strategies relevant to overall development, construction or operating expenses, including estimated savings calculations if appropriate

PHASE	FUNDING SOURCE	REQUIRED LIEN POSITION	STATUS (Pending, Committed)	AMOUNT	TERMS (Rate, Term, Repayment terms)
Predevelopment:					
Acquisition:					
Construction:					
Permanent:					

Unit Mix

No. of Bedrooms	Square Footage	No. of Units	% of AMI	Rent	Utility Allowance	Rent + Utility	Operating Subsidy
				MGR UNIT			

7. PROPERTY MANAGEMENT AND TENANT SELECTION CRITERIA

*Briefly describe how the property will be managed, including the number of staff, locations, and management office hours. **Attach a copy of the property management plan, grievance/appeals process, and tenant selection criteria.***

8. DEBARRED STATEMENT

Has this firm, or any principal (s), ever been debarred from providing any services by the Federal Government, any state government, the State of California, or any local government agency within or without the State of California?

YES

NO *If “yes”, please attach a full detailed explanation, including dates, circumstances and current status.*

9. 501 (c)(3) STATUS

If applicable, provide 501(c)(3) status and certification of good standing.

10. AUDITED FINANCIAL STATEMENTS

Provide latest audited financial statements.

11. DISCLOSURE STATEMENT

If the firm or any principals thereof have any current, past personal or professional relationship with any City of Santa Clara, please attach a full detailed explanation, including dates, circumstances and current status.

12. NON-COLLUSION AFFIDAVIT

The undersigned party submitting this proposal hereby certifies that such proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham NOFA, and has not directly or indirectly colluded, conspired, connived, or agreed with any Proposer or anyone else to put in a sham NOFA, or that anyone shall refrain from proposing; that the Proposer has not in any manner, directly or indirectly sought by agreement, communication or conference with anyone to fix the NOFA cost of the Proposer or any other Proposer, or to fix any overhead, profit, or cost element of the NOFA or of that of any Proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the NOFA are true; and further, that the Proposer has not, directly or indirectly, submitted his/her NOFA price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay any fee to any corporation, partnership, company, association, organization, NOFA depository, or to any member or agent thereof, to effectuate a collusive or sham NOFA.

13. VERIFICATION OF STATEMENT

The undersigned proposer hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if the City discovers that any information entered herein is false, that shall entitle the City to not consider nor make award or to cancel any award with the undersigned party.

I, the undersigned, hereby certify that I have read and understand this **Profile of Firm Form**, including **Non-Collusion Affidavit**, that I am authorized to submit this proposal on behalf of the Proposer, and I guarantee complete compliance with all the terms, conditions and stipulations.

Signature

Date

Print Name

ATTACHMENT A
ARMS-LENGTH TRANSACTION AFFIDAVIT

The undersigned as an individual and as a corporate officer of _____, a California corporation, ("Applicant"), and its affiliates or related entities ("Affiliates") being first duly sworn, deposes and states:

1. That neither the undersigned as an individual nor the Applicant or any of the Affiliates have any financial or other interest, whether direct, indirect, contractual, familial or through employment or otherwise in:
 - a. any entity in the chain of title of the property located at _____, Santa Clara, California ("Property) or;
 - b. in any existing or proposed agreements between the current owners of the Property including, but not limited to, the contemplated land purchase as evidenced in the Agreement of Purchase and Sale dated between _____ as Seller and _____ as buyer ("Agreement of Purchase and Sale" [Attachment]).
2. That neither the undersigned, the Applicant nor any Affiliate have assigned, transferred or otherwise transacted business with Seller other than the contemplated land purchase as evidenced in the Agreement of Purchase and Sale.
3. That neither undersigned, Applicant nor any Affiliate hold any interest whatsoever, direct or indirect, in the Seller or any broker or agent involved in the sale of the Property.
4. No employee, officer or shareholder of the Applicant or any Affiliate is an employee officer or shareholder of Seller or any broker or agent involved in the sale of the Property.

The undersigned declares under penalty of perjury that the information contained in this Affidavit is true and correct.

Seller

(Signature)

(Date)

Name: _____ in his/her individual capacity.

Buyer

(Signature)

(Date)

Name: _____ in his/her individual capacity as Officer of Applicant and Affiliates.

ATTACHMENT A
ARMS-LENGTH TRANSACTION AFFIDAVIT

STATE OF CALIFORNIA ss.

CITY OF SANTA CLARA

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

On _____, before me, _____, a **notary public**, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signatures(s) on the instrument the person(s), or entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____

(Seal)

ATTACHMENT B
CHECKLIST OF REQUIRED INFORMATION

1. Summary	<input type="checkbox"/>
2. Application Form (with all signatures)	<input type="checkbox"/>
3. Sponsor Background	
• Certification of 501(c) (3) status	<input type="checkbox"/>
• Previous 2 years of tax returns or audited financial statements with management letters signed by Applicant or certified by CPA (Partnerships: please include for general partner), with needed explanations.	<input type="checkbox"/>
• Borrower's Organizational Chart	<input type="checkbox"/>
• Certificate of Good Standing	<input type="checkbox"/>
4. Applicant Technical Capacity and Experience	
• Developer: List and description of other similar projects owned and developed, and similar target population.	<input type="checkbox"/>
• Property Management: List and description of other projects and number of units.	<input type="checkbox"/>
5. Property Management and Operation Plan	
• A description of resident services if applicable (one page maximum) that the project will provide.	<input type="checkbox"/>
• Draft Property Management Plan (including tenant selection criteria).	<input type="checkbox"/>
6. Site Control	
• Evidence of site control	<input type="checkbox"/>
• Appraisal	<input type="checkbox"/>
• Preliminary Title Report	<input type="checkbox"/>
• Phase I Report, Phase II Report, and Remediation Plan (as applicable).	<input type="checkbox"/>
• Scaled Map Showing all amenities for which Applicant will use to demonstrate eligibility for TCAC and CDLAC funds (if applicable).	<input type="checkbox"/>
7. Project Readiness	
• Project milestone schedule.	<input type="checkbox"/>
• Evidence that proposed new construction is permitted by current zoning law; or	<input type="checkbox"/>
• Evidence to indicate that needed zoning is likely to be obtained and will not delay the project.	<input type="checkbox"/>
8. Financial Feasibility and Cost Effectiveness	
• Full development pro forma including:	<input type="checkbox"/>
• 20-year cash flow (including, as appropriate, commercial revenue)	<input type="checkbox"/>
• Year 1 Operating Budget	<input type="checkbox"/>
• A narrative description of the project cost and financing plan, including total project cost, all committed sources, all anticipated sources and the status.	<input type="checkbox"/>
9. Leveraging	<input type="checkbox"/>
10. Community Engagement Plan	<input type="checkbox"/>